



## **GOVERNOR'S UNDERAGE DRINKING PREVENTION GRANT PROGRAM**

### **APPLICATION KIT**

**DEADLINE: October 1, 2008**



#### **GOSAP Collaborative Member Agencies**

- Department of Alcoholic Beverage Control
- Department of Criminal Justice Services
- Department of Education
- Department of Fire Programs
- Department of Health
- Department of Juvenile Justice
- Department of Social Services
- Department of Mental Health, Mental Retardation and Substance Abuse Services
- Department of Motor Vehicles
- Virginia National Guard
- Virginia State Police
- Virginia Tobacco Settlement Foundation

## **GOVERNOR'S UNDERAGE DRINKING PREVENTION GRANT PROGRAM - APPLICATION KIT**

### **A. Purpose**

The Governor's Underage Drinking Prevention Grant Program is intended to support community efforts to prevent and reduce underage drinking. This is a competitive grant program. To receive funding, communities must:

1. coordinate local resources to implement a comprehensive, multi-strategy approach to underage drinking (UAD);
2. use programs and activities that have been demonstrated to be effective in a strategic manner to address locally identified needs; and
3. make extensive use of free and low-cost informational and programmatic resources that are available.

Just under \$300,000 in grants will be awarded for substantive underage drinking prevention programs and activities. The maximum award amount is \$10,000; only one grant will be awarded per city or county and underage prevention efforts must be overseen by a community coalition or prevention planning group. Institutions of higher learning (IHL) may apply for some types of funding when the programs/activities proposed are well-coordinated with prevention programs/activities in the city or county where the IHL is located. Community prevention agencies and organizations are strongly urged to communicate with each other and develop a single proposal for a given locality. The specific agency or organization that will serve as fiscal agent will be determined by the category of funding for which the community applies. Supplement 1 provides information on categories of funding and permissible awardees.

**The deadline for submission of applications is October 1, 2008.** All applications must be postmarked or hand-delivered by this date. Awardees will be announced by October 20, 2008. The grant funding period will be November 1, 2008 through October 30, 2009. Funding will be awarded for a single year; funding for continuation will not be available from this grant program.

### **B. An Innovative Approach to Prevention**

The Governor's Underage Drinking Initiative represents an innovative approach to support community prevention efforts. Using this innovative approach at the state level, the Governor's Office for Substance Abuse Prevention (GOSAP) and members of the GOSAP Collaborative are:

1. aligning sources of funding to make available at the same time a variety of funding opportunities to support community efforts to prevent and reduce underage drinking;
2. leveraging a broad range of existing resources to create a focus on underage drinking that supports local efforts; and
3. producing Virginia-specific resources designed to support community efforts and to build community capacity to sustain ongoing efforts to prevent and reduce underage drinking.

Under this grant program, funding from a variety of sources is being made available through a single application process for the purpose of supporting community efforts to prevent and reduce underage drinking. Various laws and regulations prevent the formation of a single pool of

funding at the state level. For example, laws and regulations governing some types of funding restrict the types of entities that can apply for funding, while funding from other sources can be awarded to a broad range of entities including private non-profit and faith-based organizations. Applicants select the type of funding most suitable to support the activities they propose and use a single simplified application process.

### **C. Focus and Elements of a Comprehensive Multi-Strategy Approach**

The Governor's Underage Drinking Initiative focuses on promoting a broad range of strategies described in *The Surgeon General's Call to Action to Prevent and Reduce Underage Drinking* (2007). Six national goals are set forth in the *Call to Action*; of particular relevance to this funding opportunity is Goal 2:

Goal 2: Engage parents and other caregivers, schools, communities, all levels of government, all social systems that interface with youth, and youth themselves in a coordinated national effort to prevent and reduce underage drinking and its consequences.

Consistent with Goal 2, the Governor's Underage Drinking Prevention Grant Program is designed to support communities that employ a comprehensive, multi-strategy approach that includes the following elements:

<b>Elements of Multi-Strategy Approach</b>	<b>Examples</b>
Element 1. Programs and activities that effectively engage parents and other caregivers in facilitating healthy development and protecting their children from the consequences of alcohol use. Parental support includes monitoring an adolescent's activities and supporting his or her independence while setting appropriate limits.	Parent education; social hosting and pledge programs; training to hold alcohol-free prom/graduation celebrations.
Element 2. Programs and activities that actively engage youth in efforts to prevent/reduce underage drinking.	MADD Youth in Action; UMADD (college); SADD; Youth Summits; youth involvement in planning alcohol-free prom/graduation celebrations
Element 3. Systems for identifying and intervening with youth with alcohol use disorders (AUD) and/or selective prevention with youth clearly at higher risk for developing AUD. This involves improving identification of alcohol use disorders and ensuring timely referral to appropriate assessment and treatment.	Training of educators, health and other professionals; intervention with youth at elevated risk for developing AUD.
Element 4. Environmental strategies designed to change community attitudes about underage drinking and/or to control access to alcohol by youth.	Local youth surveys; social marketing targeting youth, parents, general community; local media campaigns; UAD Town Hall Meetings; victim impact panels; ABC merchant/licensee training; social hosting awareness campaign; compliance checks; enforcement of UD laws.

Applicant communities are expected to coordinate existing resources, programs, and activities to create a comprehensive, multi-strategy approach. Communities may apply for only one type of funding to build strategically on the foundation elements.

## D. Funding

Four types of funding are being made available as part of the Governor's Underage Drinking Prevention Grant Program. Applicants should 1) critically examine current efforts to prevent and reduce underage drinking in their jurisdiction, then 2) use findings from the critical examination to identify programs/activities needed, then 3) select the type of funding for which to apply. The grant funding period will be November 1, 2008 through October 30, 2009. Funding will be awarded for a single year; funding for continuation will not be available from this grant program.

The table below provides an overview of the types of funding being made available, award amounts, state agencies administering the funding, and examples of programs and activities that can be supported by the funding. Applicants must refer to Supplement 1 for more specific requirements, guidelines, and sources of additional information about each type of funding.

Overview of Funding Available			
Type of Funding	Allocated Funds	State Agency Administering Funding	Examples of Programs and Activities that May be Funded
Governor's Safe and Drug-Free Schools and Communities Act Grants (SDFSCA)	\$100,000	GOSAP	Evidence-based programs and activities demonstrated to prevent/reduce UAD such as Protecting You/Protecting Me. Applicants already implementing evidence-based programs may enhance efforts by adding UAD-specific activities.
Substance Abuse Treatment and Prevention (SAPT)	\$100,000	VA Dept Mental Health, Mental Retardation, and Substance Abuse Services	Element 1: Universal parent awareness and education programs that may include pledge programs, host programs and general parent education. Programs and/or strategies selected may be evidence-based or innovative strategies that are evaluated. Element 4a: Local youth surveys.
OJJDP, Title V*	\$48,360	VA Department of Criminal Justice Services	Evidence-based programs that address SA such as CASastart, Project Towards No Drug Abuse, Too Good for Drugs, Creating Lasting Family Connections. Applicants are encouraged to visit the OJJDP model program database at <a href="http://www.dsgonline.com/mpg2.5/mpg_index.htm">http://www.dsgonline.com/mpg2.5/mpg_index.htm</a> Applicants already implementing evidence-based programs may enhance efforts by adding UAD-specific activities.
Virginia Alcohol Beverage Control Grant	\$50,000	GOSAP	Evidence-based Underage Drinking Prevention Initiatives

\* Funding must be approved by applicable Advisory Committee.

## E. Eligible Applicants

For purposes of this funding opportunity, communities seeking funding must identify a community coalition applicant and a funding applicant. The funding applicant will be determined by the type of funding for which the applicant community is applying.

The primary intent of this grant program is to support community efforts that use a comprehensive, multi-strategy approach to prevent and reduce underage drinking. Such an approach requires agencies and organizations to coordinate resources, programs, and activities strategically to achieve common UAD prevention/reduction goals.

1. The *community coalition applicant* must be a community coalition or task force that oversees the community's comprehensive, multi-strategy approach to underage drinking. Communities may not create another group but are to rely on existing community coalitions or prevention planning groups.
2. The *funding applicant(s)* will be determined by the source of funding being sought. For example, if the coalition wishes to seek Substance Abuse Prevention and Treatment funding, then only the Community Services Board may apply and be awarded the SAPT Block Grant funding. Similarly, if the coalition wishes to pursue Title V, Juvenile Justice Prevention funding, only the unit of local government (city or county) may be the funding applicant.

Designating both a community coalition applicant and a funding applicant may initially appear cumbersome; however, numerous community prevention coalitions and planning groups in Virginia have already become proficient in coordinating resources, programs, and activities using multiple sources of funding. The approach also has certain advantages. First, the funding applicants are typically familiar with and experienced in managing the types of funding being sought and already have fiscal working relationships with the particular state agencies administering the funds. Second, designation of a community coalition applicant reflects the grant program's primary interest in supporting communities' broader ongoing efforts that, over time, involve multiple agencies and organizations, may use multiple sources of funding, and operate across various grant funding periods.

## **F. Use of Free and Low-Cost Informational and Programmatic Resources**

Numerous free and low-cost informational and programmatic resources are available for use in activities to prevent and reduce underage drinking. A list of primary resources is provided as Supplement 2. Extensive, strategic use of such resources will be viewed very favorably by reviewers.

## **G. Submission Deadline and Review Process**

This Application may be downloaded from the GOSAP website: <http://www.gosap.virginia.gov>

One (1) original and four (4) copies of each proposal are to be mailed or delivered to the following address:

Governor's Office for Substance Abuse Prevention  
202 North Ninth Street, Fourth Floor  
Richmond, Virginia 23219  
Telephone: (804) 786-9072

Electronic submissions will not be accepted. Original copies of forms that require signatures of authorized representatives must be clearly marked "original." Proposals must be postmarked no later than Wednesday, October 1, 2008. All late proposals will not be considered. Awardees will be announced by October 20, 2008.

## PROPOSAL PREPARATION AND SUBMISSION

### Technical Requirements

Proposals must be submitted on 8½ - by 11-inch paper, on one side of the paper in a standard 12-point font with 1.5 line spacing. Type size in charts, tables, graphs, and footnotes will not be considered in determining compliance. All margins should be at least 1 inch, and all pages of the narrative must be numbered sequentially.

### Proposal Components

A complete proposal must include all the components, A through F, listed below. Note that multiple forms and templates have been provided to simplify the application process.

- A. Face Sheet and Application Assurance Form** – Both a Face Sheet and an Application Assurance Form are provided with this application kit. Complete all sections of the face sheet. Original signatures of the authorized representatives of the community coalition and the organization(s) that are applying for funding must appear on the Application Assurance Sheet.  
Note: Organizations that are awarded funding will be sent funding-specific assurance forms and other award-related documents by the state agency administering the particular type of funding awarded. Signatures of key officials will be required as part of the grant award process.
- B. Proposal Abstract** – Maximum 1 page. Using the template provided, develop a one-page (maximum) abstract that accurately and concisely describes the proposed programs and activities.
- C. Needs/Resources Assessment** – A Needs/Resource Assessment Form is provided as part of this application kit. Complete all sections with best, most recent data available.
- D. Proposal Narrative** – The Narrative may not exceed eight pages. A proposal narrative template is provided with this application kit made up of a series of questions about recent/current and proposed community efforts to prevent/reduce underage drinking. Responses to questions should be succinct and well organized, containing all the information necessary for reviewers to understand the proposed project. Responses should be written in a manner that is self-explanatory to reviewers unfamiliar with the applicant community or prior related activities of the applicant.
- E. Performance Measures** – Attached to the various types of funding that will be awarded are requirements for reporting specific types of data about implementation and outcomes. As a condition of funding, awardees will be required to collect and report data required by the funding agency. A list of performance measures for each type of funding available will be posted on the GOSAP Web site for use in developing applications. In question #6 of the proposal narrative, describe your plan for collecting and reporting implementation and outcome measures to the funding agency.

**F. Itemized Budget Form and Budget Narrative** - Applicants must complete both the Itemized Budget Form and the Budget Narrative template that explains and justifies all expenditures proposed.

*a. Itemized Budget Form* - An Itemized Budget Form is provided as part of this application kit. Complete all sections of the itemized budget form in accordance with directions.

*b. Budget Narrative* - A Budget Narrative template is provided as part of this application kit. The budget narrative must itemize and justify each proposed expenditure.

**G. Letters of Commitment** - Attach letters of commitment from all agencies and organizations involved with or supporting the proposed programs/activities; letters must specify the nature of involvement/support to be provided.

## **CRITERIA FOR AWARD**

### **I. Technical Review**

Before being sent to reviewers, applications will undergo a technical review for compliance for basic requirements. Applications found to be substantially out of compliance will be eliminated from competition at this stage. Applications for funding may be submitted only by entities that are permitted to apply for that particular type of funding.

### **II. Application Review**

Applications will be reviewed by teams of at least three members of the GOSAP Collaborative. A representative of the funding agency will lead the team reviewing applications for funding administered by that agency. For example, an application for SAPT Block Grant funding will be reviewed by a team lead by a representative of the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services.

#### **1. Needs/Resources Assessment – 10 Points**

- a. The Needs/Resource Assessment Summary Form is complete; appropriate, most recent data are reported.
- b. Assessment reflects an understanding of prevention needs assessment using multiple data/information sources.
- c. Applicant makes a credible link between needs/resources assessed and programs/activities proposed.

#### **2. Readiness and Capacity of Community to Implement a Comprehensive Underage Drinking Prevention Initiative – 20 Points**

- a. There is evidence of previous successful collaboration among community coalition member organizations.
- b. Applicant has experience in implementing prevention programs or activities.
- c. There is evidence that the community coalition has engaged agencies, organizations, and other entities needed to effectively implement the proposed program/activities.

- d. Letters of commitment are included from all agencies and organizations involved with or supporting the proposed programs/activities; letters specify the nature of involvement/support to be provided.

**3. Quality of Program/Activities Planned/Proposed – 40 Points**

- a. Program/activities planned have been demonstrated to be effective in preventing/reducing underage drinking.
- b. Existing resources are appropriately aligned and coordinated to create a comprehensive, multi-strategy approach to preventing/reducing underage drinking.
- c. There is evidence of extensive, strategic use of free and low-cost resources.
- d. Children and youth to be served are clearly identified; numbers of children, youth, and others to be served/impacted/reached by project are stated.
- e. Timelines for implementation appear feasible for efficient project operation.

**4. Performance Reporting – 10 Points**

- a. Plan for reporting implementation activities and outcomes is reasonable.
- b. Performance measures are appropriate for the type of activities being implemented.

**5. Budget – 20 Points**

- a. Expenditures proposed are allowable for the funding source.
- b. Proposed costs are recognized as ordinary and necessary to the efficient operation of the program/activity.
- c. The budget and budget narrative include all proposed expenditures.
- d. The budget narrative provides appropriate itemization and justification.



## **Application Forms and Templates Checklist**

- ☐ **Face Sheet**
- ☐ **Application Assurance Form**
- ☐ **Proposal Abstract Template – 1 page maximum**
- ☐ **Needs/Resources Assessment Form**
- ☐ **Proposal Narrative Template – 8 pages maximum**
- ☐ **Budget Summary Form**
- ☐ **Budget Narrative Template**
- ☐ **Letters of Support (attached)**

# GOVERNOR'S UNDERAGE DRINKING PREVENTION GRANT PROGRAM

## 2008-09 Proposal Face Sheet

### I. PROJECT INFORMATION

Name of Community Coalition Providing Leadership for Underage Drinking Efforts:

City/County/Town:

Elements of Comprehensive Approach for which funding is requested: (check one)	<input type="checkbox"/> Element 1. Programs and activities that effectively engage parents and other caregivers in facilitating healthy development and protecting children from the consequences of alcohol use.
	<input type="checkbox"/> Element 2. Programs and activities that actively engage youth.
	<input type="checkbox"/> Element 3. Systems for identifying and intervening with youth with alcohol use disorders (AUD) and/or selective prevention with youth clearly at higher risk for developing AUD.
	<input type="checkbox"/> Element 4. Environmental strategies designed to affect community norms and to control access.

### II. FUNDING

Type of Funding	Agency/ Source	Amount Requested

### III. PRIMARY CONTACTS

<b><i>Community Coalition Applicant</i></b>	
Name:	
Title:	
Organization:	
Address:	
Telephone: (     )	Fax: (     )
E-Mail:	

<b><i>Funding Applicant</i></b>	
Name:	
Title:	
Organization:	
Address:	
Telephone: (     )	Fax: (     )
E-Mail:	

## **Governor's Underage Drinking Grant Program**

### **Application Assurance Form**

Note: Organizations that are awarded funding will be sent funding-specific assurance forms and other award-related documents by the state agency administering the particular type of funding awarded. Signatures of key officials will be required as part of the agencies' award process.

#### **Applicants assure the Governor's Office for Substance Abuse Prevention the following:**

1. The applicant has read and understood the intent and requirements of the Governor's Underage Drinking Prevention Grant Program.
2. The applicant has authority to submit and carry out activities described in the application.
3. All provisions of the application are consistent with Virginia law and all relevant federal rules and regulations.
4. Funds shall be expended according to the purpose and intent for which they were designated.
5. Federal funds made available will be used to supplement and increase the level of state, local, and non-federal funds that would, in the absence of such funds, be made available for the programs and will not supplant such state, local, and other non-federal funds.
6. The applicant will fully comply with the specific requirements of the funding source including providing acknowledgement of the funding source on all materials produced by projects.
7. The applicant will fully comply with requirements for reporting performance data and cooperate in the grant program's cross-site evaluation.
8. The applicant will coordinate its programs and activities with other community prevention programs designed to prevent and/or reduce underage drinking.
9. The applicant agrees to keep records in accordance with funding-specific requirements and to provide such information to the Office of the Governor as reasonable and as may be required for fiscal audit and program evaluation.
10. The applicant assures that provision will be made for equal opportunities for participation for all eligible students, teachers, and other program beneficiaries and that no program or activity requirements discriminate on the basis of gender, race, color, national origin, disability, or age. Steps will be taken, as needed, to ensure equitable access, and participation by students, teachers, and other beneficiaries with special needs.

#### **Original Signatures Required**

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Print Name of Chief Administrative Official of Funding Applicant Organization #1

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Signature of Chief Administrative Official of Funding Applicant Organization #1

Date

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Print Name of Coalition Chair/Director

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Signature of Coalition Chair/ Director

Date

## **Proposal Abstract Template**

(1-page maximum)

1. Community Coalition name:
2. Community where programs/activities will be carried out:
3. Type and amount of funding requested:
4. Programs/activities/strategies that will be implemented and by whom:
5. How programs/activities strategies build on previous/current efforts:
6. Outcomes that will be achieved:

## Needs/Resources Assessment Form

**Community:** \_\_\_\_\_

See the *Community Guide for Preventing and Reducing Underage Drinking* available on the GOSAP website, pages 17 – 23 for guidance in assessing needs and resources.

### Needs Assessment:

#### Prevalence of underage drinking and consequences in community:

	30-Day Use: % youth reporting 30-day use of alcohol*	# youth in your community	Binge Drinking: % youth reporting >5 drinks of alcohol on > 1 of past 30 days**	# youth in your community	Average age of onset of use of alcohol
Local Youth Survey Data, if available:	_____% (8 <sup>th</sup> graders) _____% (10 <sup>th</sup> graders) _____% (12 <sup>th</sup> graders)	_____ # 8 <sup>th</sup> graders _____ #10 <sup>th</sup> graders _____ #12 <sup>th</sup> graders	_____% (8 <sup>th</sup> graders) _____% (10 <sup>th</sup> graders) _____% (12 <sup>th</sup> graders)	_____ # 8 <sup>th</sup> graders _____ #10 <sup>th</sup> graders _____ #12 <sup>th</sup> graders	_____ Avg. age _____ Avg. age regular use
If local youth survey data is not available, report estimates of local underage drinking based on state data applied to local youth population:	18.9% of 8 <sup>th</sup> graders 34.5% of 10 <sup>th</sup> graders 45.8% of 12 <sup>th</sup> graders	_____ # 8 <sup>th</sup> graders _____ #10 <sup>th</sup> graders _____ #12 <sup>th</sup> graders	7.4% of 8 <sup>th</sup> graders 16.3% of 10 <sup>th</sup> graders 25.9% of 12 <sup>th</sup> graders	_____ # 8 <sup>th</sup> graders _____ #10 <sup>th</sup> graders _____ #12 <sup>th</sup> graders	13.23 Avg. age 14.43 Avg. age regular use

\* Source: 2005 Virginia Community Youth Survey. Access at [www.gosap.virginia.gov](http://www.gosap.virginia.gov)

\*\* Source: An Epidemiological Profile: Substance Abuse in the Commonwealth of Virginia, March 2007

#### Local Social Indicator Data Related to Underage Drinking:

\_\_\_\_\_ Alcohol-related crashes, fatalities and injuries by age, 2007, in your locality  
Access from the VA Department of Motor Vehicles at:  
[http://www.dmv.state.va.us/webdoc/safety/crash\\_data/crash\\_facts/crash\\_facts\\_07.asp](http://www.dmv.state.va.us/webdoc/safety/crash_data/crash_facts/crash_facts_07.asp)

\_\_\_\_\_ Alcohol-related incidents at schools in your locality, 2006-07  
Access data at <https://p1pe.doe.virginia.gov/pti/>

Other relevant social indicator data:

#### Additional data related to underage drinking from local Town Hall meetings, focus groups and key informant interviews:

#### Resources, Readiness, and Capacity:

##### Inventory of community agencies/organizations

Using the table format below listing key elements of a comprehensive, multi-strategy approach to preventing/reducing underage drinking,

1. Identify current/recent community efforts, citing organizations and the program/activity they are implementing.
2. Identify additional potential partners in implementing the element.

<b>Elements</b>	<b>Current/recent community efforts (Organization and Activity)</b>	<b>Additional Potential Partners</b>
Element 1. Programs and activities that effectively engage parents and other caregivers		
Element 2. Programs and activities that actively engage youth in efforts to prevent/reduce underage drinking.		
Element 3. Systems for identifying and intervening with youth with alcohol use disorders (AUD) and/or selective interventions with youths clearly at higher risk for developing AUD.		
Element 4. Environmental strategies designed to change community attitudes about underage drinking and to control access to alcohol by youth.		

### **Proposal Narrative Template**

**Maximum 8 pages**

1. Summarize key findings from your community underage drinking needs assessment and resource inventory. State specifically how the programs/activities you propose will address identified needs and make effective use of existing community resources.
2. Describe current/recent community efforts to prevent/reduce underage drinking.
3. Using the table format provided, describe the program/activities for which funding through this grant program is being requested. For each major program component/activity, complete the information listed.

<b>Name/Brief Description of Program Component/ Activity</b>	<b>Lead and supporting organizations/ groups</b>	<b>Numbers of youth/parents/ professionals/ others to be served/trained/ involved/reached</b>	<b>Start/completion date(s)</b>

Applicants are to add rows, as needed.

4. Describe how your community will coordinate local resources, programs, and activities to implement a comprehensive, multi-strategy approach to preventing/reducing underage drinking.
5. Identify ways that your community will make use of free and low-cost informational and programmatic resources.
6. Identify the performance measures that will be used in your project. Describe your plan for collecting and reporting data on implementation activities and outcomes.

## ITEMIZED BUDGET FORM

1. Personnel/Employees				REQUESTED FUNDS (A)	APPLICANT MATCH (B)	TOTAL (C)
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted			
<b>TOTAL:</b>						
b. Fringe Benefits						
FICA % =						
Retirement =						
Other (itemize) =						
<b>TOTAL:</b>						
<b>TOTAL PERSONNEL (a + b):</b>						

### 2. Consultants (including Travel and Subsistence)

a. Individual Consultants			
Type:			
Hours Devoted:			
<b>TOTAL:</b>			
b. Organizations and Associations			
Type:			
Fee:			
Time Devoted:			
<b>TOTAL:</b>			
c. Consultants' Subsistence and Travel			
Number of Days:			
Rate/Day:			
<b>TOTAL:</b>			
<b>TOTAL CONSULTANTS (a + b + c)</b>			

### 3. Travel and Subsistence for Project Personnel

a. Local Mileage _____ X _____ per mile			
b. Non-local Miles _____ X _____ per mile			
c. Subsistence _____ days X _____ per day			
d. Air or other fares _____			
<b>TOTAL TRAVEL:</b>			

**ITEMIZED BUDGET FORM (Continued)**

4. Equipment				REQUESTED FUNDS (A)	APPLICANT MATCH (B)	TOTAL (C)
Type	Quantity	Unit Price	Purchase or Rental			
TOTAL EQUIPMENT:						

**5. Supplies and Other Expenses**

Type	Quantity	Price			
TOTAL SUPPLIES AND OTHER:					

**6. Indirect Cost**

TOTAL INDIRECT COST:					

**GRAND TOTAL:**

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## B. How to complete the Itemized Budget Form

**Remember:** Funding will be awarded for a single year; funding for continuation will not be available from this grant program.

Use the "Itemized Budget Form" to detail all proposed expenditures to be made with grant funds and any applicable non-federal cash matching funds. Provide line item breakdowns of figures, divided into federal funding requested and applicant cash match. To calculate the match, multiply the amount of federal funding requested by the percentage required. Each budget line item should have the following 3 elements:

A = Amount of federal funding requested.

B = Amount of non-federal cash match, if applicable ( $A \times \% \text{ required} = B$ ).

C = Total proposed budget for the line item ( $A + B = C$ ).

It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions that apply to the federal funds.

### 1. Personnel/Employees

Applicants are strongly cautioned about requesting funding for personnel costs. Only reasonable personnel costs directly associated with tasks and responsibilities necessary to implement the proposed program/activities will be considered. Applicants must be prepared to fully justify any personnel costs and project-related tasks and responsibilities. If funding for a percentage of an existing position is requested, the applicant must demonstrate that there is no supplanting of funding.

a. For salaries: List each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. Job descriptions and qualifications of staff should be on file at the implementing agency. The budget narrative should justify the necessity for the personnel. The grantee must maintain records that demonstrate that employees who are paid in whole or part with grant funds (including match) perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.

b. For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

### 2. Consultants

List specific tasks to be performed and/or services to be provided. Specify the costs and time (hours or days) required to perform these services.

#### a. Individual Consultants

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee, and the amount of time to be devoted to such services. **An individual consultant's rate may not exceed the approved federal rate of \$450.00 per day.**

#### b. Organizations

For other public and community-based organizations, including faith-based organizations, and private non-profit entities performing professional services: Indicate the type of services being performed and estimated contract price. Use this budget category to reflect sub-contracts with organizations to coordinate community service programming.

#### c. Consultants' Subsistence and Travel

Estimate actual costs, adhering to the grant applicant's established travel policy. All travel must be for reasonable expenses. State travel and per diem rates will be applied. *Requests for funds for consultants are carefully evaluated and approved only when it is clearly demonstrated their use will significantly, and permanently, enhance the project's effectiveness. The budget narrative must clearly explain the need for consultant services.*

### 3. Travel and Subsistence for Project Personnel

Itemize total travel expenses of project personnel by mileage and subsistence. Note that this item is travel by project personnel; travel by consultants or contracted organizations is to be listed under "Consultants' Subsistence and Travel." Applicants may follow their own established travel rates if they have an

established travel policy and it does not exceed established rates. Where local travel rates have not been established, the applicant must adhere to state travel policy. The State allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties. *Travel expenses must be fully justified in the budget narrative section.* State travel regulations may be found at:

[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/20335.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335.pdf).

#### **4. Equipment**

Each major item to be purchased must be separately listed with its unit cost; equipment purchases are limited to \$500 in total. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The ***budget narrative*** must thoroughly explain the relevance and importance of each item to the project. Equipment expenses not thoroughly explained and justified will be deleted from the budget.

#### **5. Supplies and Other Expenses**

Itemize all costs within this category by major type (e.g., office supplies, training materials, research forms, telephone, and postage) and show the basis for the cost computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

#### **6. Indirect Costs**

Indirect costs will not be allowed for this grant program. Enter \$0.00 for this item.

#### ***Budget requirements and restrictions:***

Funds may be used only to support youth community service programming. **A maximum of \$10,000 may be requested.** Funds from this grant cannot be used to replace federal, state or local funds that would, in the absence of this grant, be made available for the same purposes (no supplanting).

- Funds may **not** be used for :
  - construction, renovation, or land acquisitions;
  - vehicles, uniforms, or uniform allowances;
  - payment of dues to organizations;
  - subscriptions in the name of staff members;
  - costs for social activities not directly related to the objectives of the proposed project, including food for such activities;
  - office furniture;
  - costs related to lobbying, political activity; interest costs; bonuses; personal calls; alcohol; fines, penalties, law suits or legal fees; contingencies such as pending litigation, possible liabilities, etc.; and contributions and donations; or
  - give-aways such as tee-shirts, buttons, and other promotional items.

## Budget Narrative Template

The budget narrative must itemize and justify each proposed expenditure.

Itemization: address all budget categories on the budget summary sheet and explain how all costs are derived.

Justification: demonstrate how the expenditure is related to the program and that it is both necessary and reasonable.

Using the table format below, list each budget item and provide an itemization and a justification for the proposed expenditure. Rows may be added as needed.

Example:

<b>Budget Item</b>	<b>Itemization</b>	<b>Justification</b>	<b>Total Amount</b>
<i>Workbooks</i>	<i>100 program workbooks @ \$3.00</i>	<i>Workbooks are the primary text for a program training curriculum for high school students.</i>	<i>\$300.00</i>
<i>Mileage</i>	<i>10 miles x 10 required sessions x \$0.585/mile</i>	<i>Mileage needed between workplace and program site.</i>	<i>\$58.50</i>

<b>Budget Item</b>	<b>Itemization</b>	<b>Justification</b>	<b>Total Amount</b>

Applicant may add rows as needed.

## Supplement 1. Funding Types, Requirements, Guidelines, and Sources of Additional Information

Type of Funding	Purpose	Grantees Permitted	Fiscal Match Required	Fiscal Process	Source of Guidelines/Other Information	Contact Person for Underage Drinking Initiative
SAPT-BG – prevention set-aside	Universal substance abuse prevention	Community Services Boards only	None	Funding advanced to grantee	General requirements for performance contract; data of grant activities required to be entered into the KIT database.	Hope Merrick, DMHMRSAS  Phone: (804) 786-1530  E-mail: hope.merrick@co.dmhmrssas.virginia.gov
Title V, Juvenile Justice Prevention	Reduce risk factors for delinquency & enhance protective factors to prevent youth from entering juvenile justice system	Units of local government (i.e., cities and counties)	50% match	Reimbursement of expenditures on quarterly basis	Federal guidelines online at <a href="http://www.ojp.usdoj.gov/financialguide/index.htm">www.ojp.usdoj.gov/financialguide/index.htm</a>	Ashaki McNeil, Department of Criminal Justice Services  Phone: (804) 225-4329  E-mail: Ashaki.McNeil@dcjs.virginia.gov
Safe and Drug-Free Schools and Communities Act – Governor's Program (GOSAP)	Substance abuse and violence prevention	Schools, community-based organizations (including coalitions), other public entities and private organizations, and consortia of these agencies.	None	Reimbursement of expenditures on quarterly basis		Stephen Parker, Office of the Secretary of Public Safety  Phone: (804) 692-2568  E-mail: stephen.parker@governor.virginia.gov
VAABC	Alcohol Abuse prevention	Same as GOSAP	None	Funding advanced to grantee		Joseph Cannon, ABC Phone: (804) 213-4570 Email: joseph.cannon@abc.virginia.gov

## Supplement 2. A Sampling of Key Resources for Underage Drinking Prevention

This list of resources is intended to assist applicants in identifying available free and low-cost resources for use in efforts to prevent/reduce underage drinking. It is not an all-inclusive list but provides key starting points for learning about numerous resources that are available.

### FEDERAL RESOURCES

#### Key Federal Portal



<http://www.StopAlcoholAbuse.Gov>

A comprehensive portal of Federal resources for information on underage drinking and ideas for combating this issue. People interested in underage drinking prevention—including parents, educators, community-based organizations, and youth—will find a wealth of valuable information here.

#### Start Talking Before They Start Drinking PSAs

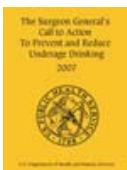
TV, radio or print PSA's can be downloaded or ordered at:

<http://www.stopalcoholabuse.gov/multimedia/starttalking.aspx>

#### Surgeon General

##### The Surgeon General's Call to Action to Prevent and Reduce Underage Drinking

<http://www.surgeongeneral.gov/topics/underagedrinking/calltoaction.pdf>



There are three action guides--specifically for families, communities, and educators--based on *The Surgeon General's Call to Action to Prevent and Reduce Underage Drinking (PDF)*. These guides highlight what each group can do to reduce underage alcohol use in America and help prevent the problems underage drinking causes.

##### A Guide to Action for Families -

<http://www.stopalcoholabuse.gov/media/underagedrinking/pdf/family.pdf>

**A Guide to Action for Communities -** <http://www.stopalcoholabuse.gov/media/underagedrinking/pdf/community.pdf>

**A Guide to Action for Educators -** <http://www.stopalcoholabuse.gov/media/underagedrinking/pdf/educators.pdf>

#### National Institute on Alcohol Abuse and Alcoholism (<http://www.niaaa.nih.gov/>)

##### The Cool Spot - <http://www.thecoolspot.gov/>

The Cool Spot's content is drawn from research-based alcohol prevention curriculum for students in grades 6 - 8. The site includes the key elements of effective prevention programs: norms perception correction, facts about alcohol misuse, challenges to positive expectations, and information about peer pressure and resistance skills. The Cool Spot adapts this content in an engaging, interactive format featuring vivid graphics and characters drawn in the 'anime' style of Japanese comics. It focus tested very well in its intended audience of 11-13 year olds, who particularly appreciated the peer pressure and resistance skills sections. The site includes an interactive, 10-question assessment that educators can use to determine whether students have gleaned some of the site's key learning objectives.

##### CollegeDrinkingPrevention.gov - <http://www.collegedrinkingprevention.gov/>

A one-stop resource for comprehensive research-based information on issues related to alcohol abuse and binge drinking among college students.

## SAMHSA



### ***Too Smart To Start***

<http://www.toosmarttostart.samhsa.gov/>

Substance Abuse & Mental Health Services Administration

Too Smart To Start is a public education initiative that provides research-based strategies and materials to professionals and volunteers at the community level to help them conduct an underage alcohol use prevention program. The materials are designed to educate 9- to 13-year-olds about the harms of alcohol use and to support parents and caregivers as they participate in their children's activities.



### **Too Smart To Start Implementation Guide**

<http://www.toosmarttostart.samhsa.gov/html/tsts-impl/index.aspx>

The materials contained in this guide are designed to help you plan, develop, promote, and implement a local initiative to educate 9- to 13-year-olds and their parents about the harms of underage alcohol use and to support parents and caregivers as they participate in their children's activities.

## **Reach Out Now**



*Reach Out Now*, SAMHSA's alcohol awareness and underage drinking prevention program that disseminates educational materials to national, state, local, and youth leaders. Program materials are designed especially for use by fifth- and sixth-grade students, their families, and their teachers. Program materials include a lesson plan and talking points, resource guides, true-false quiz and word-search puzzles, certificate templates for people who attend teach-ins, media kits and outreach materials. Materials are available for free download at [www.teachin.samhsa.gov](http://www.teachin.samhsa.gov).

## **Making the Link**

The *Making the Link* fact sheets contain current statistics on a variety of topics relating to underage drinking, including health issues, access to alcohol, and public opinion. They were prepared by the Substance Abuse and Mental Health Services Administration/Center for Substance Abuse Prevention to support the *Leadership to Keep Children Alcohol Free* initiative (PDF files):

<http://www.alcoholfreechildren.org/>

*Underage Drinking and Academic Performance*

*Underage Drinking and Access to Alcohol*

*Underage Drinking and the Future of Children*

*Underage Drinking and Girls' Health*

*Underage Drinking and Mental Health*

*Underage Drinking and Public Opinion*

*Underage Drinking and Risky Behavior*

*Underage Drinking and Violence*

## **National Highway Traffic Safety Administration Community How To Guides On Underage Drinking**



### **National Highway Traffic Safety Administration**

[http://www.nhtsa.dot.gov/people/injury/alcohol/Community%20Guides%20HTML/Guides\\_index.html](http://www.nhtsa.dot.gov/people/injury/alcohol/Community%20Guides%20HTML/Guides_index.html)

These Community How To Guides address fundamental components of planning and implementing a comprehensive underage drinking prevention program. The guides are designed to be brief, easy to read, and easy to use. Each guide contains a resource section to assist readers in obtaining additional and detailed information about the topics covered in that guide. The appendices include useful tools for each topic area that provide coalitions and organizations with a jump-start in their planning and implementation activities. Guides focus on the following topics:

Coalition building, needs assessment and strategic planning, evaluation, prevention and education, enforcement, public policy, media relations, self sufficiency, and resources.

### **A Guide to Safe & Sober Event Planning**

<http://www.nhtsa.dot.gov/people/injury/alcohol/PartiesRock/section1-3.html>

A Guide to Safe and Sober Event Planning designed to show that drinking alcohol isn't necessary to have an amazing party.

### **U.S. Department of Education**

An online course "Preventing Underage Drinking: A School-Based Approach" is offered to school leaders as part of the Lead and Manage My School Ed Leadership Series. The course educates school leaders about underage drinking and sets forth a 10-point plan.

### **The Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention**

<http://www.higheredcenter.org/>

The Higher Education Center's purpose is to help college and community leaders develop, implement, and evaluate programs and policies to reduce student problems related to alcohol and other drug use and interpersonal violence. The Center favors a comprehensive approach to prevention. The Center provides trainings, technical assistance, and publications to support these efforts.

### **Federal Trade Commission**



#### **We Don't Serve Teens**

<http://dontserveteens.gov/>

It is the law: The legal drinking age in the United States is 21. This Web site provides tools and information that support the need to reduce teen drinking and related harm.

### **Underage Drinking Enforcement Training Center**

<http://www.udetc.org>

The UDETC mission is to provide science-based, practical, and effective training and technical assistance to states and communities working to combat underage drinking through law enforcement and environmental strategies. Resources include training, expert technical assistance, monthly audio teleconferences, publications, Web site, and annual Leadership Training Conference.

### **U.S. Department of Justice**

#### **Underage Drinking**

[http://www.cops.usdoj.gov/files/ric/CDROMs/POP1\\_60/Problem-Specific/UnderageDrinking.pdf](http://www.cops.usdoj.gov/files/ric/CDROMs/POP1_60/Problem-Specific/UnderageDrinking.pdf)

One in a series of *Problem-Oriented Guides for Police*, this Guide describes numerous effective environmental strategies and contains tools for use in assessing local underage drinking and assessing outcomes of efforts.

### **Other National Resources**

#### **Mothers Against Drunk Driving (MADD)**

National: <http://www.madd.org>

Virginia: <http://www.maddva.org>

MADD works to prevent drunk driving, offer advocacy to the victims of this violent crime and prevent underage drinking. The MADD Web site has a section for the under 21-age group that includes facts, statistics, and myths about drinking.

### **Students Against Destructive Decisions (SADD)**

<http://www.sadd.org/>

A peer leadership organization that provides students with prevention and intervention tools to cope with the issues of underage drinking, drug abuse, and other destructive decisions.

### **Partnership for a Drug Free America's**

<http://www.drugfree.org>

Web site has a section for kids and teens that provides guidance on what to do when your friends drink. The Partnership is a nonprofit organization uniting communications professionals, renowned scientists and parents. Best known for its national drug-education campaign, the Partnership's mission is to reduce illicit drug use in America. Resources include a web-based interactive information resource center, parent-to-parent support network, a national toll-free call center and user-friendly online/offline tools.

### **Center on Alcohol Marketing and Youth (CAMY)**

<http://www.camy.org/>

CAMY at Georgetown University monitors the marketing practices of the alcohol industry to focus attention and action on industry practices that jeopardize the health and safety of America's youth. CAMY offers brochures, reports, fact sheets, video clips on their Web site, and other resources.

### **The BACCHUS Network**

<http://www.bacchusgamma.org/>

The BACCHUS Network is a university and community based network focusing on comprehensive health and safety initiatives. Its mission is to promote student and young adult based, campus and community-wide leadership on health and safety issues

## **VIRGINIA RESOURCES**

### **Virginia Department of Alcohol Beverage Control (VABC)**

<http://www.abc.virginia.gov/education.html>

The mission of ABC's Education Section is to promote responsible consumption and distribution by licensees of alcoholic beverages to those of age and zero tolerance for underage consumption through the use of prevention initiatives that focus on environmental, educational and information dissemination strategies. ABC's Project Sticker Shock is designed to reduce youth access to alcohol through educating adult providers and to increase awareness and compliance with Virginia's Underage laws.

The resources listed below can be ordered using the downloadable order form at:

<http://www.abc.virginia.gov/Education/resources/GeneralOrderForm.pdf>

#### Brochures and Posters

- Alcohol Effects and You Poster
- Athletes "Play Smart" Sports Campaign Posters
- Blood Alcohol Content (BAC) Brochure
- Drinking and Driving Prevention Brochure
- Fake ID Brochure
- Fake ID Brochure: Foreign Language Editions
- Has It Been A Year Yet? Bookmarks and Litter Bags
- Parental Guide to Hosting Responsible Teen Parties
- Play It Safe Spring Break Brochure
- Project Sticker Shock Brochure and Poster
- Responsible Party Hosting Brochure Kit
- Solving the Puzzle of Underage Drinking Brochure
- Spanish Alcohol Responsibility Poster
- True Colors Bookmarks for Middle and High Schools
- Virginia Alcohol Laws and Parental Responsibility Brochure (English and Spanish)



- Virginia's Guide for Parents of First-Year College Students
- "Will You Be Left Standing?" Poster

#### Training/Presentations on the Following Topics

- Identifying Fake ID's
- Alcohol Law Enforcement Specialist Training
- Licensee Training – RSVP / MART
- The Media's Influence on our Youth in Advertising Alcohol

### **Virginia Department of Education**

<http://www.safeanddrugfreeva.org/>

Contact: JoAnn Burkholder

Joann.Burkholder@doe.virginia

The VDOE's Safe and Drug-Free Schools Program works with local parent groups to sponsor one-day Operation Prom/Graduation Celebration workshops to train parents and others in how to hold alcohol/drug-free celebrations for teens. The 9<sup>th</sup> edition of *Celebrate Life! A Guide for Planning All-Night Alcohol/Drug-Free Celebrations* is available for download at <http://www.safeanddrugfreeva.org>.

The VDOE works with the Virginia State Police Association (VSPA) on the Virginia OP/G Honor Roll Awards Program that recognizes with cash awards community efforts for their exceptional efforts in providing all-night, after prom/graduation celebrations for teens.

School divisions may choose to use a portion of their annual allocation of SDFSCA funding for underage drinking prevention when it addresses a locally identified need and evidence-based programs/activities are used.

### **Department of Social Services (VDSS)**

<http://www.dss.virginia.gov/>

Contact: For Child Abuse Prevention: Ann Childress – [Ann.Childress@dss.virginia.gov](mailto:Ann.Childress@dss.virginia.gov)

For Community Partnerships: Jane Brown – [Jane.Brown@dss.virginia.gov](mailto:Jane.Brown@dss.virginia.gov)

The VDSS sponsors the *Virginia Child Protection Newsletter*. The summer 2008 issue (Volume 82) features Underage Drinking as the main article.

VDSS, in partnership with Prevent Child Abuse Virginia, distributes the Child Abuse Prevention Month Packet. The packet for April 2009 will include camera-ready materials on a variety of topics, including underage drinking, that can be duplicated and disseminated by community agencies and organizations.

VDSS, through its community programs, conducts training on Outcome Based Service Delivery. This training can be made available for Governor's Underage Drinking Prevention Grant awardees.

### **Virginia National Guard (VNG)**

Contact: Mary C. Chipper, Lt Col, VaANG, Counterdrug Coordinator [mary.chipper@us.army.mil](mailto:mary.chipper@us.army.mil)

The Virginia National Guard Counter-Drug Office offers free training, materials, and technical assistance in implementing *Stay on Track*, a program designed for middle school students. The program uses motorsport analogies to introduce and reinforce important concepts. Topics covered include: effective strategies for teamwork, the value of keeping both the human body and engine running at optimal levels of performance, knowing how to cope with stressful situations appropriately, making correct split-second and other decisions, and how to set and achieve future goals. Special emphasis throughout the program is given to alcohol, tobacco, marijuana, and inhalant use, due to their prevalence among middle school students.

Also available are National Guard members trained to speak on related topics to youth and adult audiences.

**Virginia State Police (VSP)**

<http://www.vsp.virginia.gov>

Contact: Sgt. Lars Hermann, Crime Prevention Coordinator/D.A.R.E. Program Supervisor

[Lars.Hermann@vsp.virginia.gov](mailto:Lars.Hermann@vsp.virginia.gov)

State Police Crime Prevention Specialists are available to make presentations on a variety of topics including underage drinking.